



Agency Report for the Month of: _____ Year: _____

After School Pack Programs

To remain an active agency of the Food Bank of South Central Michigan, a monthly report is due for each month. Each month's report is due by the 5th of the following month (example: January due by February 5th). If you did not distribute any food during the month, you must then send in a zero report.

Reports may be either mailed to:

Food Bank of South Central Michigan
Attn: Agency Relations Department
P.O. Box 408
Battle Creek, MI 49016-0408

Faxed to: 269-966-4147

or emailed to: agencyrelations@foodbankofscm.org

Agency Name _____ Agency Code # _____

Name of Person Completing Form _____ Phone _____

Starting in September of each school year, annotate the number of back packs distributed and the number of students receiving a pack during the month for both the Unduplicated Counts and the Total Counts. For subsequent months:
Unduplicated Counts – count only the students and the packs they received that had not be counted before;
Total Counts – count all students and all packs distributed during the previous month.

This report should run from September through August of each school year.

Unduplicated Counts:
Total Number of Back Packs Served _____
Total Children (0 – 17 Years) _____

Total Counts:
Total Number of Back Packs Served _____
Total Children (0 – 17 Years) _____

Approximately what percentage of the food your program distributed this month came from the Food Bank of South Central Michigan? _____

Volunteers: Number of volunteers: _____ Number of hours: _____